

## ***Division of Behavioral Health Services***

### ***Office of the Medical Director***

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**TO:** RBHA Medical Directors and Clinical Leadership

**FROM:** Jerry L. Dennis, M.D.  
ADHS/DBHS Medical Director

Dan Wendt,  
ADHS/DBHS Policy Office Manager

**SUBJECT: POLICY CLARIFICATION: PRIOR AUTHORIZATION**

**DATE:** November 26, 2003

This memorandum is intended to be a reminder to Regional Behavioral Health Authorities (RBHAs) to document all instances when inpatient services are authorized because there is not an available lower intensity of services suitable to meet the person's behavioral health needs.

Per ADHS/DBHS Policy 2.11 *Prior Authorization*: "If a person receiving inpatient services no longer requires services on an inpatient basis under the direction of a physician, but there is not an available lower intensity of services suitable to meet the person's behavioral health needs, or the person cannot return to the person's residence because of a risk or harm to self or others, the RBHA may continue to authorize services as long as there is an ongoing, active attempt to secure a suitable discharge placement or residence in collaboration with the community or other state agencies, as applicable. All such instances shall be logged and provided to ADHS/DBHS upon request."

The Department may request to review this documentation during the administrative review process or at an alternative time in the future. If you have any questions, please do not hesitate to Dan Wendt at (602) 364-4660.

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